



Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex,  
RH16 1SS

Email contact for the Authority should be addressed to [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)

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## **COUNCIL TAX DISCOUNT APPLICATION FORM 18/19 YEAR OLD IN FULL TIME FURTHER EDUCATION**

**Please return this form to the details above.**

A full-time course of further education is one which is of at least 3 months duration and consists of more than 12 hours tuition or supervised study a week. Please complete the application form overleaf (in black ink, using block capitals) with the details of the person engaged in full time further education and return it to the above offices.

**You should also enclose a letter of confirmation or certificate from their school or college which should show:-**

The full name of the person engaged in the full-time further education  
The start and end dates of their course  
Confirmation that it is a full-time course of further education

In addition to the discount, the property could be fully exempt from Council Tax if all the occupiers are students (full time students, or further education students aged 18 or 19), or the only other occupiers are the non-British spouse or non-British dependant of one of the students (whose entry into this country prevents them from taking paid employment or claiming benefits).

If you think this exemption might apply, please contact the Council Tax office with details.

Should the circumstances of the person studying or the number of adult persons in the household change after you have completed the form, you must notify the Council Tax office within 21 days of the change. In the meantime, if you have any queries, please contact the revenues department.

**COUNCIL TAX APPLICATION FOR DISREGARD FOR DISCOUNT PURPOSES FOR PERSON  
AGED 18 OR 19 IN FULL TIME FURTHER EDUCATION**

<b>SECTION 1 – DETAILS OF PERSON IN FULL TIME FURTHER EDUCATION</b>	
Last Name:	First Name/s:
Date of birth:	
<b>SECTION 2 – ADDRESS</b>	
<b>SECTION 2 – DETAILS OF EDUCATIONAL ESTABLISHMENT</b>	
Name and address of school or college:	
Tel No:	
Course Start Date:	Course End Date:
Number of hours tuition/supervised study per week	
<b>You must notify the Council Tax department immediately, if the above person ceases his/her course of study prior to the end date detailed above</b>	
<b>DON'T FORGET TO ENCLOSE THE LETTER OR CERTIFICATE FROM THE SCHOOL OR COLLEGE</b>	
<b>SECTION 3 – HOUSEHOLD DETAILS</b>	
Number of people aged 18 or over who have the property to which this form is addressed as their main home (including any people to be disregarded) _____	Number of people aged 16 or 17 who have the property to which this form is addressed as their main home _____
<b>SECTION 4 – DECLARATION AND SIGNATURE</b>	
<b>DECLARATION</b> I declare that the information given on the form is complete and accurate to the best of my knowledge.	
<b>REMEMBER, if you give false information, you may be prosecuted.</b> In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations that handle public funds.	
Signature ..... Date .....	
Full Name (BLOCK CAPITALS) .....	
Telephone..... Email.....	
<b>Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <a href="https://www.midsussex.gov.uk/about-us/privacy-notice/">https://www.midsussex.gov.uk/about-us/privacy-notice/</a> for further details.</b>	

**Please Remember to enclose the letter or certificate from the college or university**

**Return To :-**

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